

Fig. 1

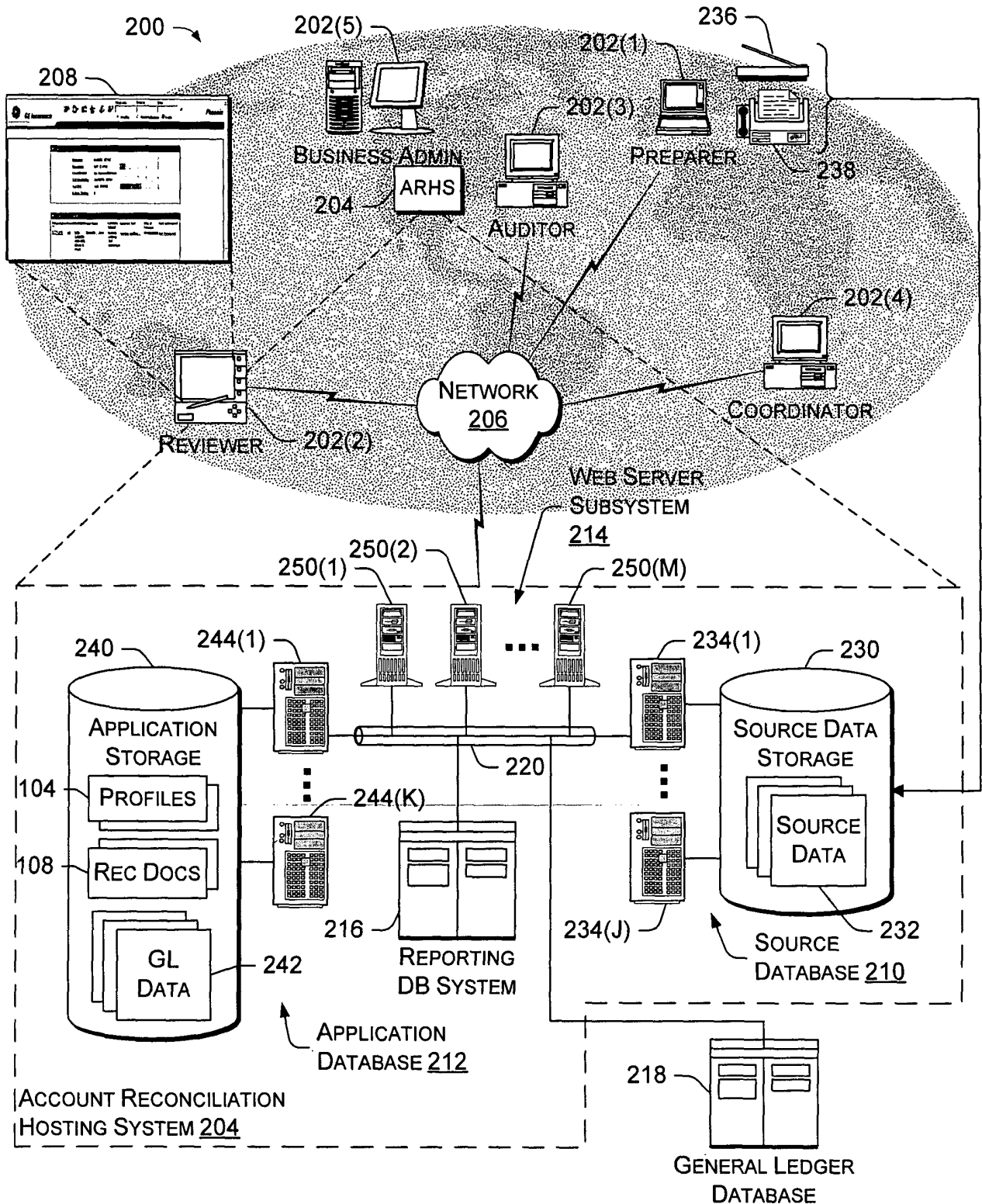


Fig. 2

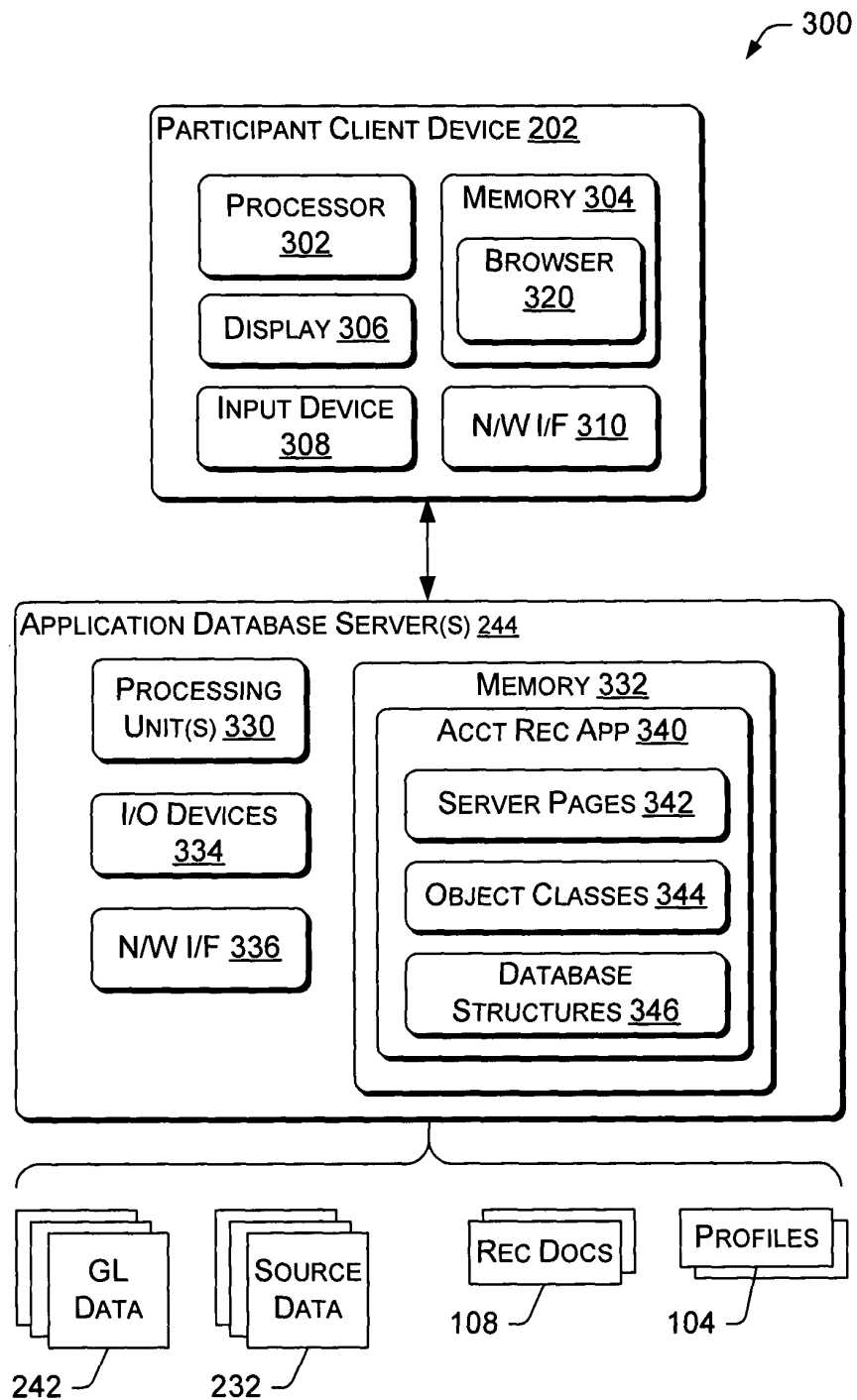


Fig. 3

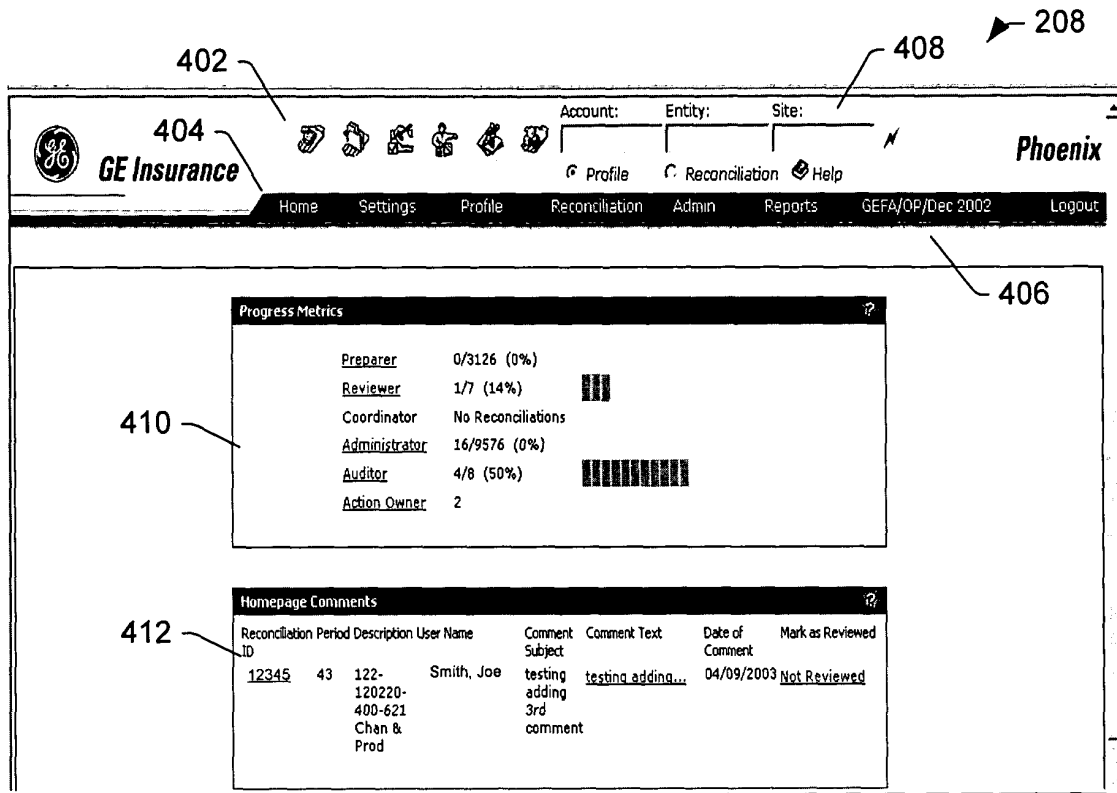


Fig. 4

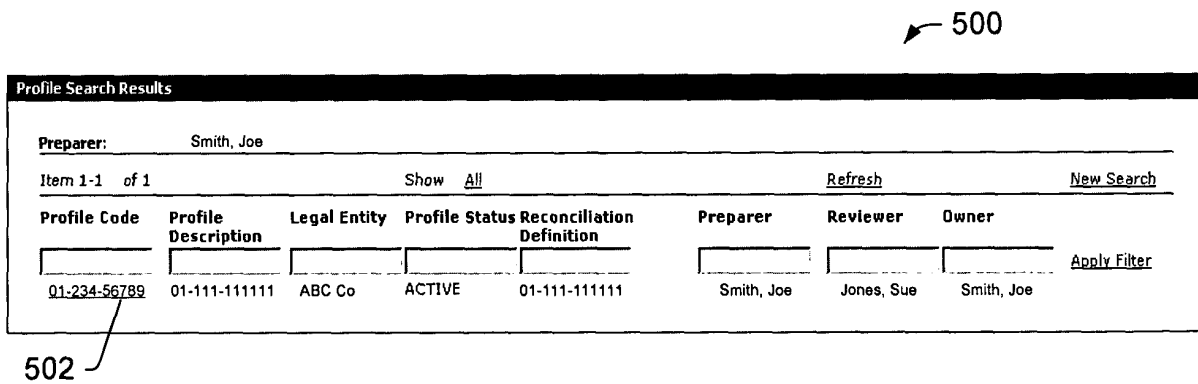


Fig. 5

Settings Screen Maintenance

Smith, Joe test@ercgroup.com

Default Client: XYZ Sub Default Reconciliation Set: REPT

Default Period: ☒ Open ☐ Last Used

Time Format: ☒ 12 Hour ☐ 24 Hour

Date Format: ☐ (dd/mm/yyyy) ☒ (mm/dd/yyyy)

Number Format: ☒ Thousand Comma ☐ Thousand Dot

Language: US - English

User Roles	User Class	Cr Mod Profile	Make Profile Inactive	Del Recon Item	Pre Recon Item	Enter Doc Comment	View Recon Doc	Assign Sec Pr	Assign Sec Rev	Reject Doc	App Doc	Cr Mod Res User	Mod Global Accl	Mod Global Root Cause	Mod Train Con	Mod GC Q us	Lock/Unlock Period	Mod Train Test
Business Administrator	Business Admin	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Reviewer	Reviewer				x	x			x	x								
Coordinator	Site Coordinator	x	x		x	x	x	x	x	x								
Preparer	Preparer	x		x	x	x												
Auditor	Auditor				x	x												
Action Owner	Action Owner						x											

Available Sites to Coordinate

Code	Description

Fig. 6

Create Profile

802 Profile Code:

804 Profile Site:

806 Legal Entity:

808 Business Account Type:

Function:

Check points Activated: ☐

Reconciliation Risk: ☒ High ☐ Medium

810 Profile Description:

Profile purpose: Please Enter Profile purpose

Typical Transaction Summary: Please Enter Typical Transaction Summary

Profile Supplementary Information: Please Enter Profile Supplementary Information

Profile Status: DRAFT

Profile Owner:

Preparer:

Final Reviewer:

Is Dual Review required: ☐

First Reviewer:

ItemType:

Reconciliation Frequency: ☒ Monthly ☐ Quarterly

812

Fig. 8

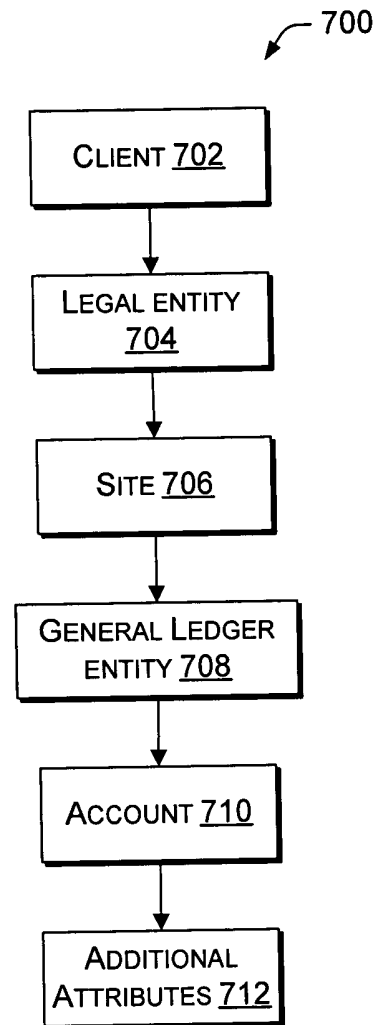


Fig. 7

900

Edit Profile

Profile Code	01-234-56789	Profile Status	DRAFT
Profile Site	09	Profile Owner	Smith, Joe
		Preparer	Smith, Joe
Legal Entity	ABC Co	Final Reviewer	Jones, Sue
Business Account Type	CASH	Is Dual Review required	<input checked="" type="checkbox"/>
Function	TR5	First Reviewer	Tran, David
Check points Activated	<input type="checkbox"/>	Item Type	
Reconciliation Risk	<input checked="" type="radio"/> High <input type="radio"/> Medium	Reconciliation Frequency	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
Profile Description	Cash in Bank		
Profile purpose	This account is used to send and receive cash payments on behalf of this company.		
Typical Transaction Summary	Typical transactions include wire receipts and disbursements related to normal business activity; might include cash movements from premium collection accounts or to disbursements; additionally, third...		
Profile Supplementary Information	This is account is held at Bankers Trust.		

Profile Lines

Item 0 - 0 of 0 Add New

No ProfileLine records

912

Internet

902 904 906 908 910

Fig. 9

Default Profile Attributes 1000

The following values will be the default for all Profile Splits. You will have an option to change them later

Preparer	Smith, Joe
Final Reviewer	Jones, Sue
Dual Review Indicator	<input checked="" type="checkbox"/>
First Reviewer	Tran, David
Item Type	
Reconciliation Description	

1002

Adding Profile Attributes 1004

Item 1-9 of 9 Show Refresh

Select	Attribute
<input type="checkbox"/>	Budget Center
<input type="checkbox"/>	Channel
<input type="checkbox"/>	Expense Allocation
<input type="checkbox"/>	Ledger Type
<input type="checkbox"/>	Product
<input type="checkbox"/>	Reinsurance Type
<input type="checkbox"/>	Statutory Line
<input type="checkbox"/>	Sub Account
<input type="checkbox"/>	Sub-Product

Fig. 10

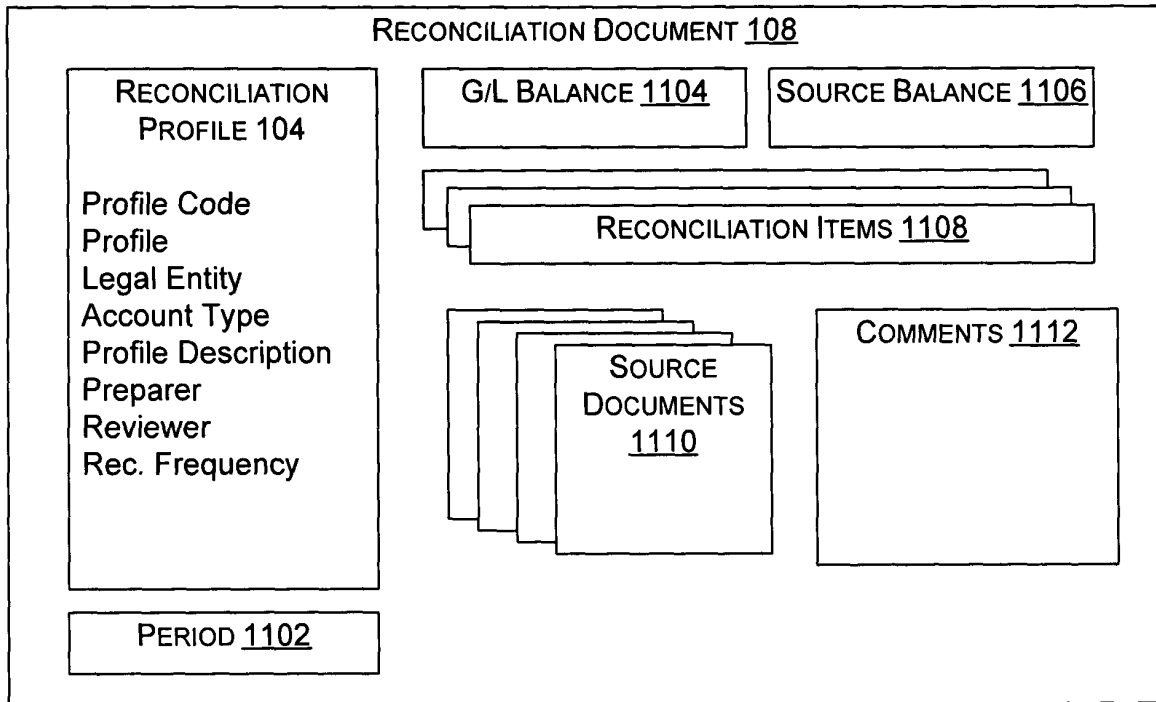


Fig. 11

1200

1202 1204 1206

Perform Reconciliation

Profile 01-234-56789 **Document Status** DRAFT [Add Source](#) [Add Comments](#)

Checkpoints 1210 [View Comments](#)

Legal Entity	Function	Profile Description	Reconciliation Description
ABC Co	HQ TRS COE	01-111-111111	01-111-111111

Site: 01

1224

Currency	Difference	USD Items	Items: Add Upload Download			
USD	0.00					
Item	Txn Date	Status	Item GL amount	Item Source amount	Exp	Action
Unadjusted Totals			0.00	100,000.00		
test item	02/04/03	OPEN	100,000.00		N	Delete
Total			100,000.00	0.00		
Adjusted Totals			100,000.00	100,000.00		
Difference				0.00		

1222

1230

1220

1232

Fig. 12

1300

Source Document - Type

Select Type

1302 ☐ Fax

1304 ☐ Upload File

☐ Offline hardcopy

1308 Document Number

1312 Currency

1310 Amount

1312 Source

1312 Description

1312 Comments

1314 Hardcopy location

Back Next

Fig. 13

1400

Add a Comment - Microsoft Internet Explorer

Add a Comment

Reconciliation description GL Drill Down Test

Comment subject description

Comment text

Parent comment

Notify users

First name Last name Add New

Submit Cancel

1402

Fig. 14

1500

Add New Reconciliation Item

Reconciliation Item Description	<input type="text"/>	Reconciliation Item Type	<input checked="" type="radio"/> GL <input type="radio"/> SOURCE
Root cause code	<input type="text"/>	GL Account	--Select--
Reconciliation Item Amount	<input type="text"/>	Write Off Flag	<input type="checkbox"/>
PL Exposure Flag	<input type="checkbox"/>	Item Type	null
Transaction Date	<input type="text"/>	Opening Period	2002-November
Open Item target Date	<input type="text"/>	Opening Date	1 November 200
Action Owner Type	User	Action Plan	
Action Owner User		Action Owner Department	
External Action Owner		Reconciliation Item Number	

Fig. 15

1600

Perform Reconciliation

Profile	<u>AP Benefits</u>	Document Status	SUBMITTED	Add Comments
Checkpoints				Reconcile Period View Comments
Legal Entity	Function	Profile Description	Reconciliation Description	
ABC Co	TransAcctg	Unallocated Benefits	Unallocated Benefits	

Site: 04

Currency	Difference	USD Items	Items : Download			
USD	0					
Item	Txn Date	Status	Item GL amount	Item Source amount	PL exp. flag	Action
GL Balance at Submission			388.907			
Unadjusted Totals			388.907	388.000		
<u>JE 123456</u>	December 2, 2002	OPEN	(907)		N	Delete
Total			(907)	0		
Difference				0		

Fig. 16

1700

Reconciliation Search Results						
Auditor: Dunn, Charles		Show All			Refresh	
Item 1-4 of 4					New Search	
Defn ID	Rec Desc	Profile Code	Profile Desc	Rec Status	Preparer	Reviewer
78	testing the GL	shailesh	testing the GL	FINAL	Smith, Joe	Jones, Sue
101	Bank recs	mix recs	Bank recs	FINAL	Smith, Joe	Winn, Bill
3645	Bank Reconciliation	09-124-101101	Bank Reconciliation	FINAL	Chang, Peter	Davies, Joan
16200	APIC	18-202-161103	APIC	FINAL	Roth, Steve	Godfrey, Geoff

Fig. 17

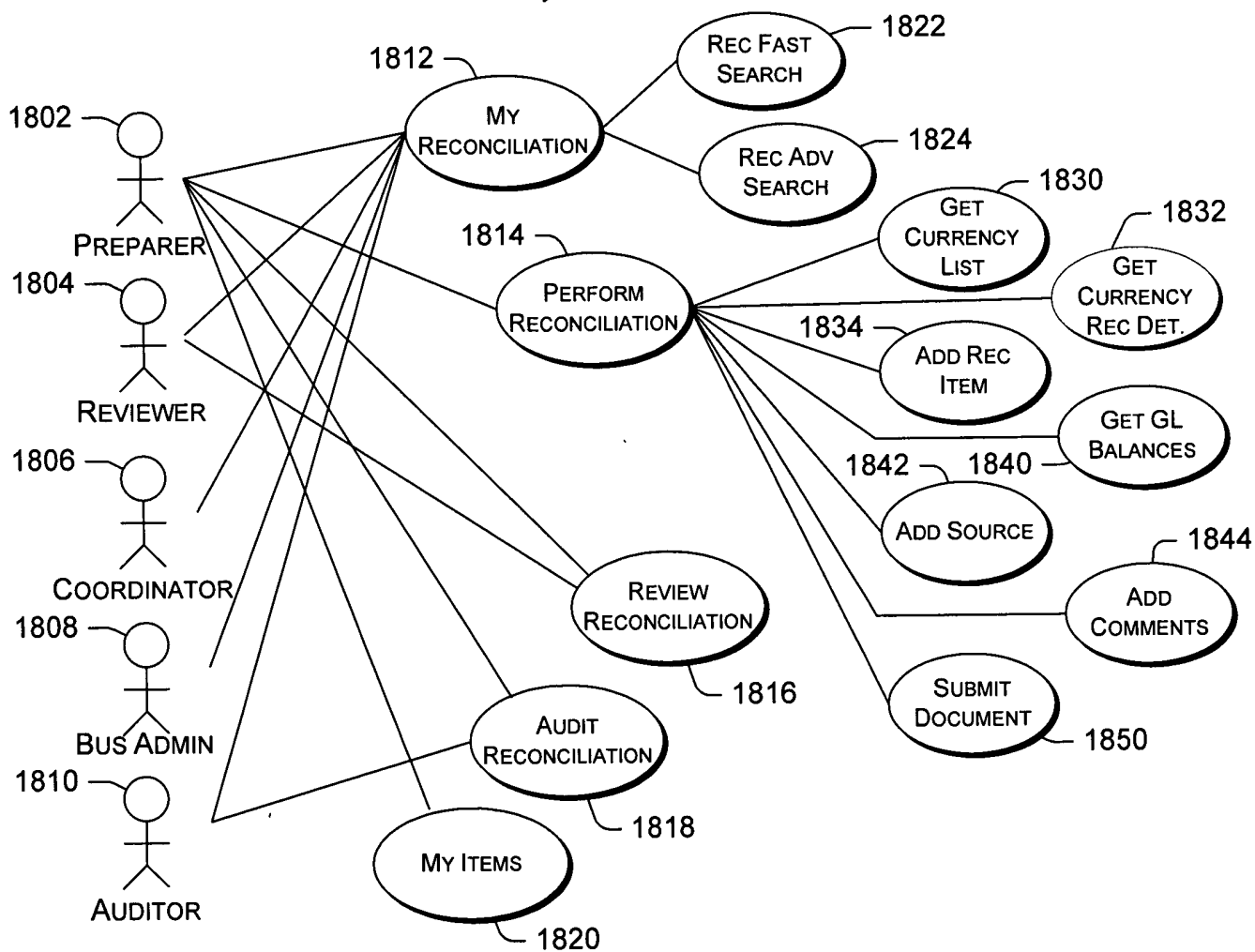


Fig. 18